



California Energy Commission  
JC-146347  
Special Advisor for Strategic Communications and External Affairs  
C.E.A. \$7,190.00 - \$10,334.00  
**Final Filing Date: 3/4/2019**

### Job Description and Duties

Under the administrative direction of the Chair, the Special Advisor for Strategic Communications and External Affairs develops and recommends strategic communication and external affairs activities to advance the mission of the Commission. The Special Advisor develops communication strategies and plans; identifies and creates strategic partnerships and external relationships to advance Energy Commission programs and policies; and advises the Chair on policy and program implementation. The Advisor works closely with other Commissioner Offices as well as the Executive Office.

### Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

Additional Documents:

- [Job Application Package Checklist](#)

### Position Details

<b>Job Code #:</b>	JC-146347
<b>Position #(s):</b>	535-151-7500-001
<b>Working Title:</b>	<b>Special Advisor for Strategic Communications and External Affairs</b>
<b>Classification:</b>	C. E. A. – Level A <b>\$7,190.00 - \$10,334.00</b>
<b># of Positions:</b>	1
<b>Work Location:</b>	Sacramento County
<b>Job Type:</b>	Career Executive Assignment - Non Tenured, Full Time

## Special Requirements

To be considered for this position, the California Energy Commission requires all applicants to submit the following items:

- A completed Standard State Application (Form 678)
- A Statement of Qualifications (SOQ) addressing the knowledge, abilities and desirable qualifications listed in this posting, with examples of what you have done.

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 3/4/2019

### Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### How to Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

California Energy Commission  
Attn: Selection and EEO Office  
1516 9th Street, MS-52  
Sacramento, CA 95814

### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Selection and EEO Office  
California Energy Commission  
1516 9th Street, MS-52  
Sacramento, CA 95814 8:00 AM to 5:00 PM

## **Required Application Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.

Statement of Qualifications - Please submit your Statement of Qualifications (SOQ) responding to the listing of Desirable Qualifications, with your STD. 678 State Application. Your responses must be numbered to coincide with the numbered statements listed on the Desirable Qualifications and be no more than a total of two pages using a 12-point font. Applications received without an SOQ will not be considered. Both the STD. 678 State Application and the SOQ are required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## **Examination Qualification Requirements**

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### **General Qualifications**

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

### **Knowledge and Abilities**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **Desirable Qualifications**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate. **Please submit a Statement of Qualifications (SOQ) responding to the statements below. Your responses must be numbered to coincide with the statements below and be no more than a total of two pages using a 12-point font. Applications received without an SOQ will not be considered.**

1. Knowledge of and interest in California's energy and climate programs and policies.
2. Experience developing and employing communication tools effectively, including experience leveraging social media tools.
3. Demonstrated ability to identify and create strategic partnerships and external relationships to advance programs and policies.
4. Demonstrated ability to understand complex policy issues and recommend solutions.
5. Demonstrated ability to act as a liaison with top-level managers, private and public sector representatives, the Legislature, Governor's Office, and state, federal and local governmental agencies.
6. Demonstrated strong written and verbal communication skills.
7. Experience and willingness to travel throughout the State.

## **Examination Information**

### **THIS EXAMINATION WILL CONSIST OF AN APPLICATION AND STATEMENT OF QUALIFICATIONS (SOQ) WEIGHTED 100%.**

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

### **Special Testing Arrangements**

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

### **Contact Information**

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.energy.ca.gov>

#### **Human Resources Contact:**

Marisela Chavez  
(916) 653-6532  
[mchavez@energy.ca.gov](mailto:mchavez@energy.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

#### **EEO Contact:**

Kamal Atwal  
(916) 653-6532  
[kamal.atwal@energy.ca.gov](mailto:kamal.atwal@energy.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

### **Equal Opportunity Employer**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.